

Clerical and Office Branch
Accounting, Clerical and Cashiering Group
Cashiering Series

CASHIER CLERK

08/86

Summary

Under immediate supervision performs routine cash handling and clerical duties; performs related duties as required.

Typical Duties

Receives money for payment of admissions, fees and services; returns correct change to customer; issues payment receipts; balances receipts and prepares reports of money received; performs general clerical duties.

Provides requested information to the public; maintains files; operates cash register, calculator, typewriter, CRT, multi-line telephone and other job related office equipment.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and one year of general office work including cash handling; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of English grammar, spelling and punctuation; good knowledge of office practices and procedures; some knowledge of general cashiering practices and procedures.

Ability to accurately perform arithmetic calculations; ability to handle large sums of money; ability to write legibly; ability to learn and adhere to prescribed routine; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain files.

Skill in the operation of common office equipment.

Physical Requirements: Mobility within an office environment.

Special Requirement: Must be bondable.

Director of Personnel

Department Head